# Administrative Furlough
## Phase II Process and Operational Guidance for Managers and Employees

**Phase I:** April 21 – June 15, 2013
**Phase II:** June 16, 2013 – September 30, 2013 (This period includes: pay periods 14 – 1st half of pay period 21)

## Operational Guidance

- The *required* 32 furlough hours per employee under Phase I must be completed by June 15, 2013.
- No Phase I furlough hours above the 32-hour requirement may be carried over into Phase II.
- Employee timecards may be adjusted for Phase I furlough hours that exceeded the required 32 furlough hours. However, you must obtain your Senior Resource Officer's written approval before submitting a request to OCFO for correction. The OCFO mailbox is OCFO-EHD@epa.gov.
- Phase II begins on June 16, 2013. Employees may *not* take Phase II furlough hours before June 16, 2013.
- During Phase II, each covered employee must take a total of **23** furlough hours, including two designated furlough days, Friday, July 5, 2013, and Friday, August 30, 2013 (what does this mean: 8, 9, 10 or part-time hours consistent with employee's regular schedule).
  - Furlough hours may be taken consecutively or non-consecutively with supervisor's approval.
  - Phase II furlough hours must be scheduled by Thursday, August 29, 2013.
  - Compensatory time off, overtime, annual, sick, credit hours cannot be substituted for furlough hours.
  - Furlough hours will be requested through Webforms and recorded in PeoplePlus. *See Appendix B*.
- Part-time employees' furlough hours are proportional to their work schedule. *See Appendix A*.
- Furlough reports are available for supervisors in PeoplePlus to assist in monitoring furlough hours. *See Procedures for Generating the Furlough Report.*

## Managers' and Supervisors' Responsibilities

- Confirm all Phase I furlough hours were taken and accurately recorded in PeoplePlus or ensure corrections are completed as needed.
- Approve, monitor and track employees' scheduled furlough hours.
  - Verify that time cards accurately reflect furlough hours and approve time cards.
  - During September 3-6, 2013, managers and supervisors should schedule the remaining Phase II furlough hours for employees if not already scheduled by each employee.
  - Ensure employees do not work during designated furlough hours.
- Direct employees to leave immediately if they report for duty/telework during designated furlough hours or they risk disciplinary action.
- Ensure that requests for overtime or compensatory time are approved only in extreme circumstances.

**Employees' Responsibilities**
- Schedule Phase II furlough hours by close of business, Thursday, August 29, 2013, if not already scheduled.
- Use SF 71, Leave Request Form in Webforms to request furlough hours. *See Figure 1 of Appendix B*.
- Accurately reflect furlough hours on time cards as follows *(see Figure 2 of Appendix B)*:
  - FURLH - time reporting code.
  - FURWK – time reporting code for emergency personnel required to work during designated furlough hours.
    - *Note*: If an employee is called into work during designated furlough hours, the employee must reschedule the furlough hours that were not taken.
- Part-time employees must change their work schedules so as not to exceed the prorated part-time hours on the two designated furlough days.
  - If a part-time employee is on a maxiflex schedule, the employee must change his/her schedule so as not to exceed the prorated part-time hours on the two designated furlough days.
  - Also, a part-time employee on a maxiflex schedule must ensure they change his/her schedule to include prorated, part-time furlough hours on the two designated furlough days. *See Appendix A*.

**Furlough Scenarios Definitions**

- IN-LIEU-OF HOLIDAYS
  - When a public holiday falls on an employee's scheduled compressed day off, the employee is entitled to an *in-lieu-of holiday*, normally on the immediately preceding scheduled workday for        that employee. Therefore, for the employee, the holiday moves, but the compressed day off does not.
- NON-PAY STATUS DAYS AND SCHEDULED NON-DUTY DAYS
  - In order for the employee to be eligible for pay for a holiday, the employee must be in a pay status either immediately before the holiday, or immediately after the holiday. The following categories are non-pay status:
    - Leave Without Pay
    - Absence Without Leave
    - Furlough
    - Suspension
- Scheduled non-duty days are NOT non-pay status days. These include the following:
  - Non-duty day weekend Saturdays and Sundays
  - Scheduled Compressed Work Schedule Days Off
  - Scheduled Flexible Work Schedule Days Off
    - Scheduled compressed and flexible work schedule days off are treated the same as Saturdays and Sundays for the purpose of holiday basic pay entitlement. The "compressed day" of a compressed schedule does not move. Holidays and designated furlough days move.

**Federal Holiday – Independence Day:**        **Thursday, July 4, 2013**
**Designated Furlough Day:**        **Friday, July 5, 2013**

**Possible Scenarios:**

<u>**Scenario 1**</u>:
If your compressed day off is Friday, July 5, 2013, then:
- Your designated furlough day will be Wednesday, July 3, 2013,
- Your holiday will be Thursday, July 4, 2013, and
- Your compressed day remains as Friday July 5.
- In this scenario, you must be in a paid status (annual, sick, comp time off, working, etc.) the first 15 minutes on Monday, July 8, 2013, to be paid for the holiday. *See Figure 3 of Appendix B.*

<u>**Scenario 2**</u>:
If your compressed day off is Thursday, July 4, 2013, then:
- Your holiday will be Wednesday, July 3, 2013,
- Your compressed day remains as Thursday, July 4, 2013, and
- Your designated furlough day will be Friday, July 5, 2013.
- In this scenario, you must be in a paid status (annual, sick, comp time off, working, etc.) for the last 15 minutes on Tuesday, July 2, 2013 to be paid for the holiday.

<u>**Scenario 3**</u>:
If your compressed day off is Monday, July 8, 2013, then:
- Your holiday is Thursday, July 4, 2013,
- Your designated furlough day is Friday, July 5, 2013, and
- Your compressed day remains as Monday, July 8, 2013.
- In this scenario, you must be in a paid status (annual, sick, comp time off, working, etc.) for the last 15 minutes on Wednesday, July 3, 2013.

**Federal Holiday – Labor Day:**        **September 2, 2013**
**Designated Furlough Day:**        **August 30, 2013**

<u>**Scenario 4**</u>:
If your compressed day off is Monday, September 2, 2013, then:
- Your holiday is Friday, August 30, 2013,
- Your designated furlough day is Thursday, August 29, 2013, and
- Your compressed day remains as Monday, September 2, 2013.
- In this scenario, you must be in a paid status (annual, sick, comp time off, working, etc.) for the first 15 minutes on Tuesday, September 3, 2013 to be paid for the holiday.

<u>**Scenario 5**</u>:
If your compressed day off is Friday, August 30, 2013, then:
- Your designated furlough day is Thursday, August 29, 2013,
- Your compressed day remains as Friday, August 30, 2013, and
- Your holiday day is Monday, September 2, 2013.
- In this scenario, you must be in a paid status (annual, sick, comp time off, working, etc.) for the first 15 minutes on Tuesday, September 3, 2013 to be paid for the holiday.

**Timekeepers Responsibilities**
- Consult with your supervisor before entering time for an employee who is absent or otherwise unable to enter their time to ensure furlough hours are accurately recorded.

# QUICK INFORMATION SHEET

- EPA Phase I Furlough Period: April 21, - June 15, 3013

- EPA Phase II Furlough Period:  June 16, 2013 – September 30, 2013 (Pay periods include: pay periods 14 – 1st half of pay period 21).

- 23 furlough hours must be taken (minimum of 15 minute increments) for full-time employees.

- Part-time employees' hours are proportional to their work schedule. *See Appendix A*

- Webforms, SF-71, Request for Leave will be used to request furlough hours.

- Phase II furlough hours must be scheduled by August 29, 2013.

- FURLH - time reporting code.

- FURWK – time reporting code for emergency personnel required to work during designated furlough hours.

- Please refer to page 3 of this guidance concerning compressed days off in conjunction with holidays and designated furlough days.

- Additional information: *Procedures for Generating the Furlough Report*

## PHASE II - Number of Furlough Hours for Part-time Work Schedules

| 23 hours/2087 total hours in a year | Number of hours in part- time work schedule over a 2-week payperiod | Pay hours in Year | Equivalent number of 8-hour days over a 2-week pay period | Number of furlough hours | Equivalent number of 8-hour furlough days | Adjusted part-time equivalent for quarter-hour |
|---|---|---|---|---|---|---|
| **1.1%** | | | | | | |
| Full Time | 80 | 2087 | 10 | 23 | 2.875 | 23.00 |
| Part-time | 79 | 2061 | 9.875 | 22.7 | 2.8375 | 22.50 |
| Schedules: | 78 | 2035 | 9.75 | 22.4 | 2.8 | 22.25 |
| | 77 | 2009 | 9.625 | 22.1 | 2.7625 | 22.00 |
| | 76 | 1983 | 9.5 | 21.8 | 2.725 | 21.75 |
| | 75 | 1957 | 9.375 | 21.6 | 2.7 | 21.50 |
| | 74 | 1930 | 9.25 | 21.3 | 2.6625 | 21.25 |
| | 73 | 1904 | 9.125 | 21 | 2.625 | 21.00 |
| | 72 | 1878 | 9 | 20.7 | 2.5875 | 20.50 |
| | 71 | 1852 | 8.875 | 20.4 | 2.55 | 20.25 |
| | 70 | 1826 | 8.75 | 20.1 | 2.5125 | 20.00 |
| | 69 | 1800 | 8.625 | 19.8 | 2.475 | 19.75 |
| | 68 | 1774 | 8.5 | 19.5 | 2.4375 | 19.50 |
| | 67 | 1748 | 8.375 | 19.3 | 2.4125 | 19.25 |
| | 66 | 1722 | 8.25 | 19 | 2.375 | 19.00 |
| | 65 | 1696 | 8.125 | 18.7 | 2.3375 | 18.50 |
| | 64 | 1670 | 8 | 18.4 | 2.3 | 18.25 |
| | 63 | 1644 | 7.875 | 18.1 | 2.2625 | 18.00 |
| | 62 | 1617 | 7.75 | 17.8 | 2.225 | 17.75 |
| | 61 | 1591 | 7.625 | 17.5 | 2.1875 | 17.50 |
| | 60 | 1565 | 7.5 | 17.2 | 2.15 | 17.00 |
| | 59 | 1539 | 7.375 | 17 | 2.125 | 17.00 |
| | 58 | 1513 | 7.25 | 16.7 | 2.0875 | 16.50 |
| | 57 | 1487 | 7.125 | 16.4 | 2.05 | 16.25 |
| | 56 | 1461 | 7 | 16.1 | 2.0125 | 16.00 |
| | 55 | 1435 | 6.875 | 15.8 | 1.975 | 15.75 |
| | 54 | 1409 | 6.75 | 15.5 | 1.9375 | 15.50 |
| | 53 | 1383 | 6.625 | 15.2 | 1.9 | 15.00 |
| | 52 | 1357 | 6.5 | 14.9 | 1.8625 | 14.75 |
| | 51 | 1330 | 6.375 | 14.7 | 1.8375 | 14.50 |
| | 50 | 1304 | 6.25 | 14.4 | 1.8 | 14.25 |

Appendix A

## Continued: PHASE II - Number of Furlough Hours for Part-time Work Schedules

| 23 hours/2087 total hours in a year | Number of hours in part- time work schedule over a 2-week payperiod | Pay hours in Year | Equivalent number of 8-hour days over a 2-week pay period | Number of furlough hours | Equivalent number of 8-hour furlough days | Adjusted part-time equivalent for quarter-hour |
|---|---|---|---|---|---|---|
| 1.1% | | | | | | |
| Full Time | 49 | 1278 | 6.125 | 14.1 | 1.7625 | 14.00 |
| Part-time | 48 | 1252 | 6 | 13.8 | 1.725 | 13.75 |
| Schedules: | 47 | 1226 | 5.875 | 13.5 | 1.6875 | 13.50 |
| | 46 | 1200 | 5.75 | 13.2 | 1.65 | 13.00 |
| | 45 | 1174 | 5.625 | 12.9 | 1.6125 | 12.75 |
| | 44 | 1148 | 5.5 | 12.6 | 1.575 | 12.50 |
| | 43 | 1122 | 5.375 | 12.4 | 1.55 | 12.25 |
| | 42 | 1096 | 5.25 | 12.1 | 1.5125 | 12.00 |
| | 41 | 1070 | 5.125 | 11.8 | 1.475 | 11.75 |
| | 40 | 1044 | 5 | 11.5 | 1.4375 | 11.50 |
| | 39 | 1017 | 4.875 | 11.2 | 1.4 | 11.00 |
| | 38 | 991 | 4.75 | 10.9 | 1.3625 | 10.75 |
| | 37 | 965 | 4.625 | 10.6 | 1.325 | 10.50 |
| | 36 | 939 | 4.5 | 10.3 | 1.2875 | 10.25 |
| | 35 | 913 | 4.375 | 10.1 | 1.2625 | 10.00 |
| | 34 | 887 | 4.25 | 9.8 | 1.225 | 9.75 |
| | 33 | 861 | 4.125 | 9.5 | 1.1875 | 9.50 |
| | 32 | 835 | 4 | 9.2 | 1.15 | 9.00 |
| | 31 | 809 | 3.875 | 8.9 | 1.1125 | 8.75 |
| | 30 | 783 | 3.75 | 8.6 | 1.075 | 8.50 |
| | 29 | 757 | 3.625 | 8.3 | 1.0375 | 8.25 |
| | 28 | 730 | 3.5 | 8 | 1 | 8.00 |
| | 27 | 704 | 3.375 | 7.8 | 0.975 | 7.75 |
| | 26 | 678 | 3.25 | 7.5 | 0.9375 | 7.50 |
| | 25 | 652 | 3.125 | 7.2 | 0.9 | 7.00 |
| | 24 | 626 | 3 | 6.9 | 0.8625 | 6.75 |
| | 23 | 600 | 2.875 | 6.6 | 0.825 | 6.50 |
| | 22 | 574 | 2.75 | 6.3 | 0.7875 | 6.25 |
| | 21 | 548 | 2.625 | 6 | 0.75 | 6.00 |
| | 20 | 522 | 2.5 | 5.8 | 0.725 | 5.75 |

**Continued: PHASE II - Number of Furlough Hours for Part-time Work Schedules**

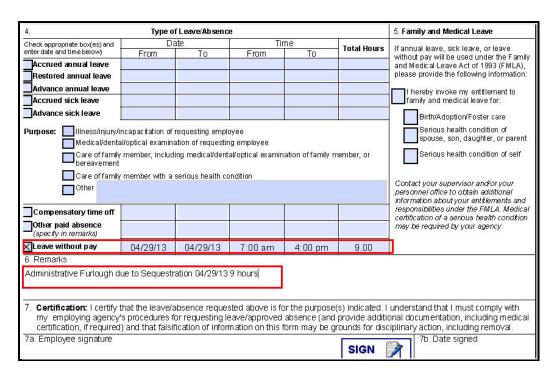| 23 hours/2087 total hours in a year | Number of hours in part- time work schedule over a 2-week payperiod | Pay hours in Year | Equivalent number of 8-hour days over a 2-week pay period | Number of furlough hours | Equivalent number of 8-hour furlough days | Adjusted part-time equivalent for quarter-hour |
|---|---|---|---|---|---|---|
| **1.1%** | | | | | | |
| Full Time | 19 | 496 | 2.375 | 5.5 | 0.6875 | 5.50 |
| Part-time | 18 | 470 | 2.25 | 5.2 | 0.65 | 5.00 |
| Schedules: | 17 | 443 | 2.125 | 4.9 | 0.6125 | 4.75 |
| | 16 | 417 | 2 | 4.6 | 0.575 | 4.50 |
| | 15 | 391 | 1.875 | 4.3 | 0.5375 | 4.25 |
| | 14 | 365 | 1.75 | 4 | 0.5 | 4.00 |
| | 13 | 339 | 1.625 | 3.7 | 0.4625 | 3.50 |
| | 12 | 313 | 1.5 | 3.4 | 0.425 | 3.25 |
| | 11 | 287 | 1.375 | 3.2 | 0.4 | 3.00 |
| | 10 | 261 | 1.25 | 2.9 | 0.3625 | 2.75 |
| | 9 | 235 | 1.125 | 2.6 | 0.325 | 2.50 |
| | 8 | 209 | 1 | 2.3 | 0.2875 | 2.25 |
| | 7 | 183 | 0.875 | 2 | 0.25 | 2.00 |
| | 6 | 157 | 0.75 | 1.7 | 0.2125 | 1.50 |
| | 5 | 130 | 0.625 | 1.4 | 0.175 | 1.25 |
| | 4 | 104 | 0.5 | 1.1 | 0.1375 | 1.00 |
| | 3 | 78 | 0.375 | 0.9 | 0.1125 | 0.75 |
| | 2 | 52 | 0.25 | 0.6 | 0.075 | 0.50 |
| | 1 | 26 | 0.125 | 0.3 | 0.0375 | 0.25 |

**Instructions for Requesting and Recording
Administrative Furlough Hours**

Instructions for employees requesting and recording administrative furlough hours.
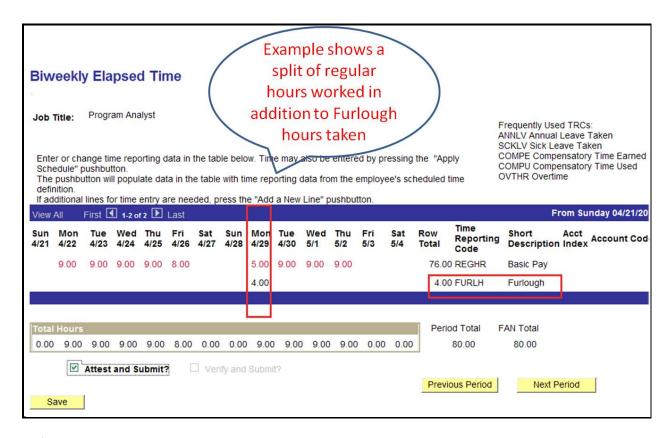
Recording Instructions

- Furlough hours should be requested and approved by a supervisor using the Webforms SF-71 – Request for Leave. *See Figure 1 of Appendix B.*

- Furlough time should be reported on the time card using codes in the system.
  - Furlough time can be recorded in 15 minute increments.

  - Furlough can be recorded in conjunction with other categories of leave (e.g. annual, sick, compensatory, etc., with the exception of the designated furlough day which requires all hours to be recorded as furlough.)

  - FURLH, is the time reporting code to be used when reporting furlough hours taken, including the reporting of hours for the designated furlough days.
    *See Figure 2 of Appendix B.*

  - Emergency personnel required to work on a designated furlough day will record the number of hours worked using the FURWK time reporting code.
    *See Figure 4 of Appendix B.*

- On designated furlough days, employees will be required to input the appropriate number of furlough hours in accordance with their regular schedule.
  - Employees whose compressed day falls on a designated furlough day will have an "in-lieu of furlough day," which will be the preceding day, with the exception of July 5, 2013, which the "in lieu of furlough day" will be July 3, 2013.

- Overtime/compensatory time off and other premium hours will only be authorized in extreme circumstances by the SRO. Recording of these hours will follow normal procedures.

- Once a pay period has been closed and time has been submitted for payroll processing, the reported furlough hours on a timecard will be locked. Changes will require written approval from an employee's SRO and can only be made by submitting a ticket to OCFO-EHD@epa.gov .

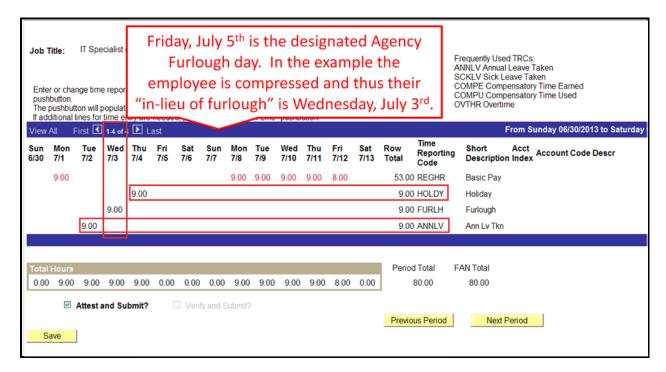**Figure 1: Requesting Administrative Furlough for Sequestration**



- ➢ Login to WebForms.
- ➢ Select "SF71-Request for Leave (workflow)."
- ➢ Check box "Leave without Pay."
- ➢ Enter the Date, Time and total Hours requested (just as you would if you were requesting paid leave).
- ➢ Under the remarks enter "Administrative Furlough due to Sequestration" include the hours for each day requested.
- ➢ Submit the form.

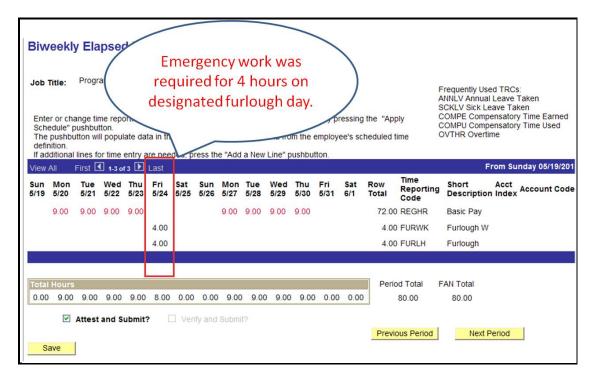**Figure 2: Reporting Furlough Hours Taken**



- ➢ Follow the normal procedures for completing time card.
- ➢ Record the number of furlough hours being taken and change the time reporting code to FURLH.
- ➢ Attest and Submit.

**Figure 3: Reporting Furlough Hours Taken on a Designated Furlough Day**



- Follow the normal procedures for completing time card.
- Input the number of hours you were scheduled to work on the designated furlough day.
- If the designated furlough day is your compressed day the system will prompt you to record the furlough hours on the previous day.
- Attest and submit.

**Figure 4: Reporting Furlough Hours Worked on a Designated Agency Furlough Day**



- ➢ Follow the normal procedures for completing time card.
- ➢ Input the number of hours worked on the designated furlough day.
- ➢ Change the TRC to FURWK.
- ➢ Attest and submit.